
Financial Management Handbook

Overview

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Introduction

The Financial Management Handbook (FMH) has been relied upon heavily in the past to provide financial information to a wide spectrum of Laboratory users. It is currently being revised and is still “under construction.” Because this information is needed as soon as possible and because many of the processes covered in the FMH are also being revised, we will be publishing chapters/sections as they become available.

Background

The FMH is provided to all Laboratory personnel as guidance on our financial practices and procedures. It is anticipated that the majority of the audience for this document will be financial analysts and their customers. We have attempted to include topics that most of these individuals would find helpful or of interest in performing their job duties. If you would like to provide feedback or you have questions regarding this document, please contact Nancy Vaughn, 5-0625, in Business Planning and Analysis, BUS-3.

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Precaution

As a precautionary note, we strongly recommend when using this manual online that you

- Refrain from placing “bookmarks” in the document and
 - Clear your browser’s (e.g., Netscape, Mosaic) cache after each use of the document. Some browsers do not automatically clear your cache after each use. For example, the version of the document that you last viewed will display when you open the FMH for subsequent use, not necessarily the most current, updated version. For assistance, contact BUS-7, Systems Support, 5-0867. If you know that your browser automatically clears your cache after each use, this will not be a problem.
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Updates

The FMH has been significantly revised from previous versions, and it is intended to be significantly more user-friendly. Suggestions for improvements in this area are welcomed. As material is added to the document, it will be made available online and the table of contents will be updated. Each new or revised section will be described in this Overview chapter under Highlights, below. The entire document will be updated at least annually.

Highlights

As new or revised material is added to the FMH, it will be described in this section, as follows:

- Chapter VI, Reporting (new September 1996), which describes Data Warehouse, the Laboratory’s recently developed, Windows-based, multi-platform software tool that can be used for numerous financial reporting and analysis purposes. This chapter also provides typical financial problem scenarios and solutions to them using Data Warehouse.
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